The Meetings function in Oracle Collaboration Suite (OCS) allows you to create group calendars to track meetings and important milestones that are relevant to your team/workspace members. This Help Document provides you with information on how to utilize the Meeting functionality.

How Do I Access The Meeting Function?

To access the Meeting function of the EPA Portal Workspaces, log in to the EPA Portal and click on the *Team Resources* on the left navigation bar. Click on the link to *Enter Collaborative Workspaces*. A new window will appear. Select your Workspace. Then select *Meetings* as seen in Figure 1.

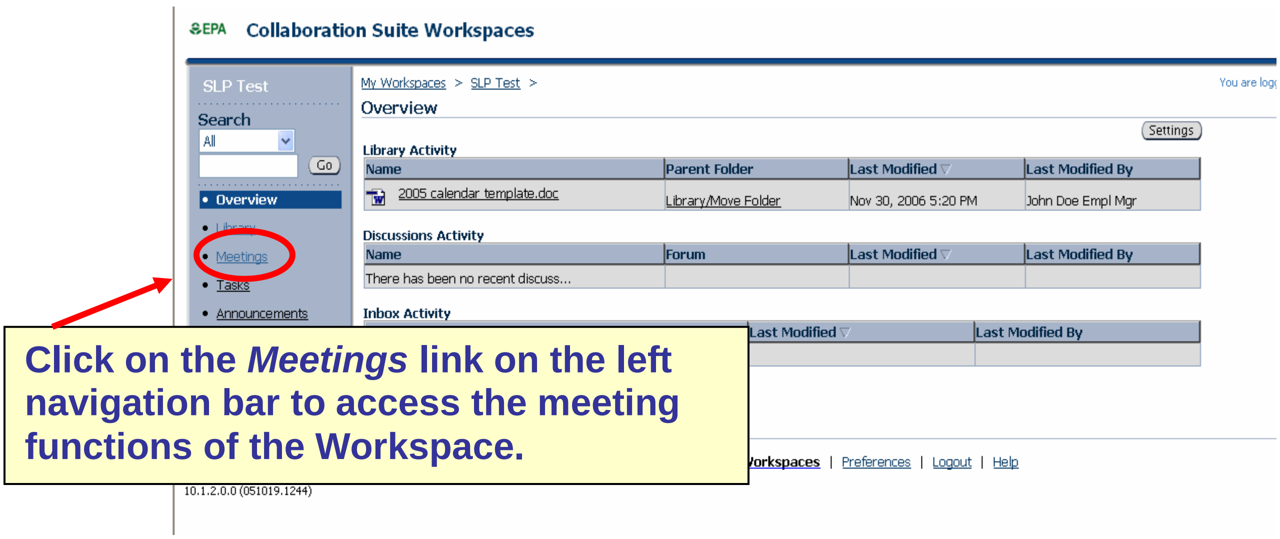

Figure 1: Meetings Link

A weekly calendar view will be displayed. You can change this view by selecting another view in the drop down on the top left as seen in Figure 2. View options include:

- Daily Calendar: This will display a calendar format with the activities scheduled for that day.
- Daily List: Users will see a list of activities scheduled for a specific day.
- Weekly Calendar: The Weekly Calendar view displays a calendar format with all meetings scheduled during the week.
- Weekly List: This will show a list of all scheduled activities throughout the week.

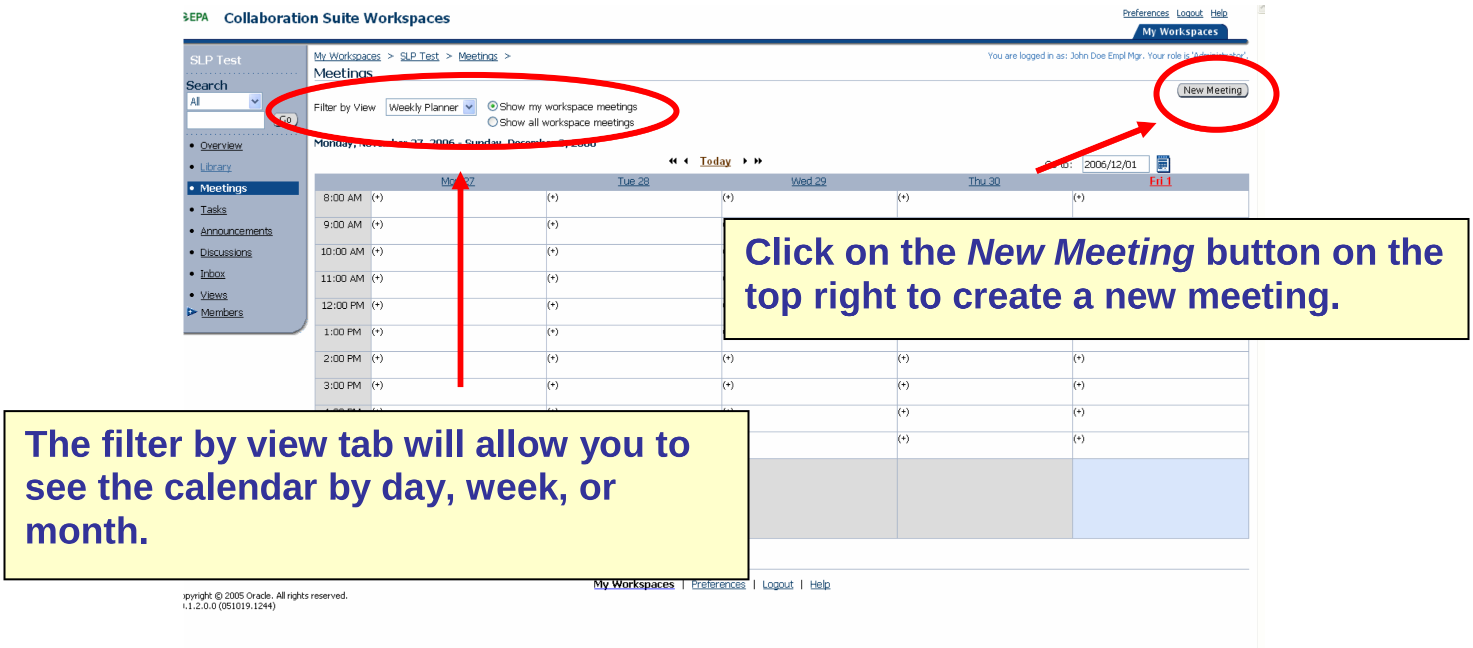

Figure 2: New Meeting

How Do I Schedule A Meeting?

To schedule a new meeting, on your calendar, select *New Meeting (see Figure 2 above)*. The New Meeting screen will be displayed (see Figure 3). The New Meeting screen allows you to input data related to the meeting you would like to schedule as follows.

1. Fill in the requisite subject, date, locations, description.
2. To specify information about users, enter that data requested under the *Users & Resources* tab as seen in Figure 3.
3. To create a meeting that repeats at selected intervals, click on the *Repeating* tab as seen in Figure 3 and enter the appropriate information.
4. When you have finished entering your meeting details, click the *Create* button on the bottom right corner. You will see your meeting displayed on the calendar as shown in Figure 4.

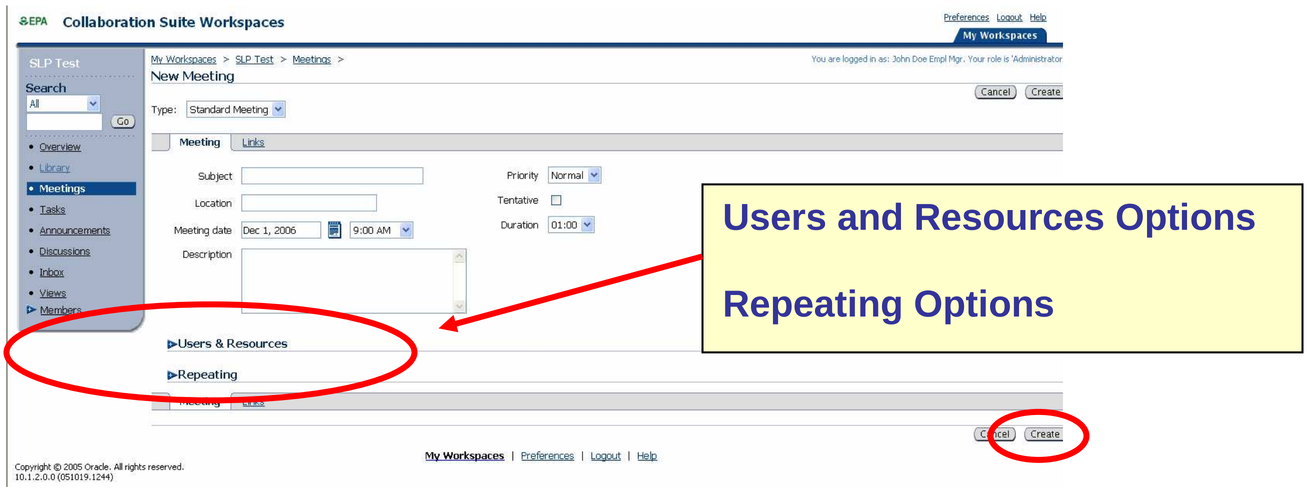

Figure 3: Meeting Creation

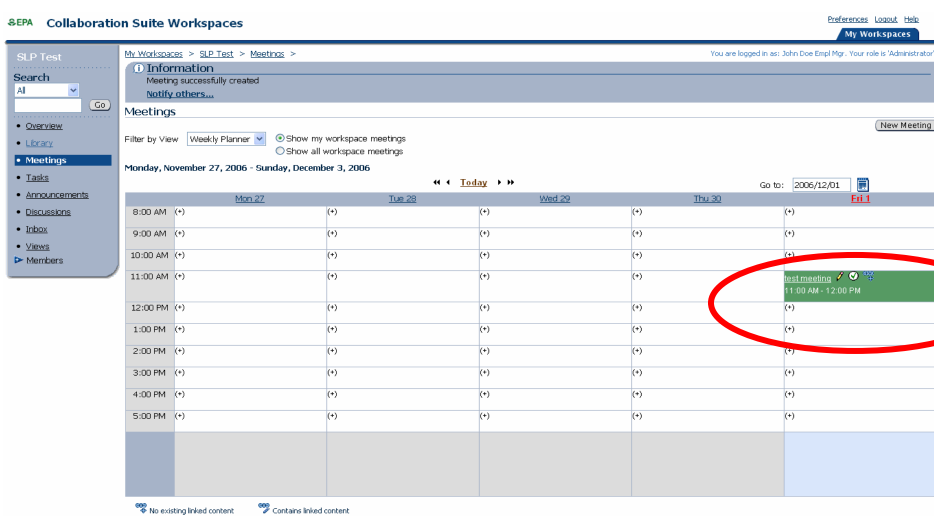

Figure 4: New Meeting on Calendar

How Do I Update Meeting Information?

To update meeting information, click on the meeting within the calendar (see Figure 4) and select the action you would like to take on the top right menu bar (Update, Delete, or Notify) as seen in Figure 5.

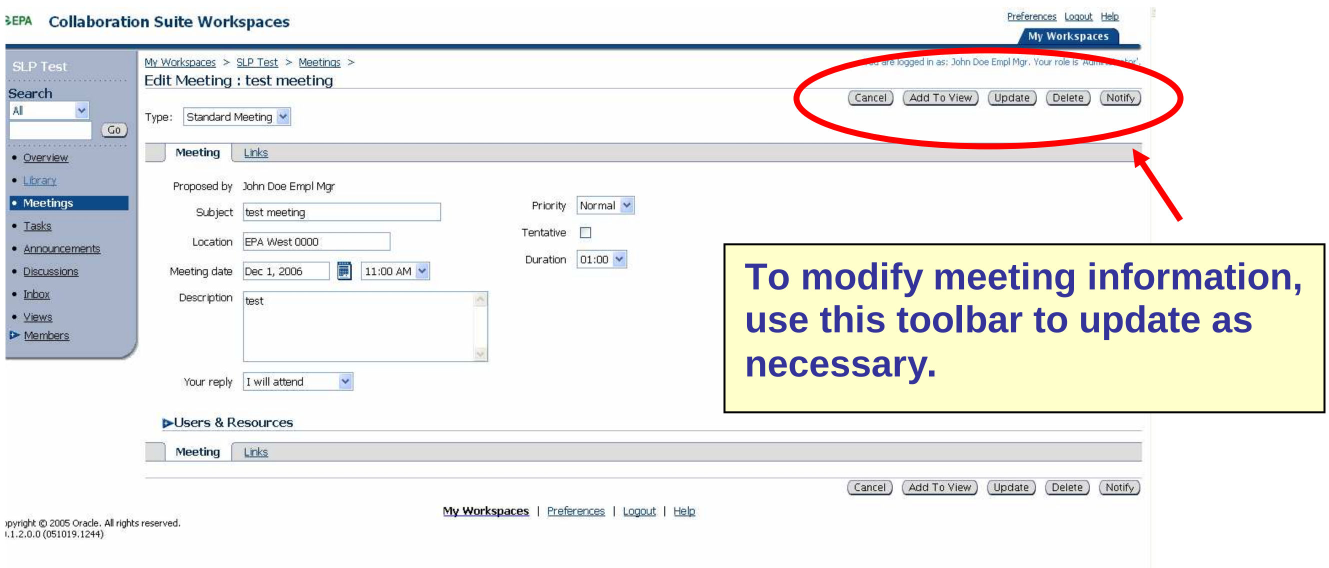

Figure 5: Meeting Detail Page

To update the meeting, follow the steps below:

1. Select the meeting on the calendar as shown above, and then modify the information as you would like, then click *Update*.
2. To delete the meeting, select the meeting on the calendar as shown in Figure 4. You will be taken to the meeting detail screen, click *Delete*.
3. To notify a member(s) about a meeting, select the item, and then click the *Notify* button. You will be asked to fill in the email address(es) of the person(s) whom you would like to notify. Enter the required information then click the *Send* button.